

Flying the Flag for a Healthy Europe

Planning Meeting – Friday 8th December 2017

PROVISIONAL AGENDA

Present:

Representatives from:

UK Suzanne Madden (Chair)
 Julia O'Neill (Minutes)

Estonia: Reet Kangro
 Gaida Vassin
 Maiu Tafenau
 Urmas Rööbing

Latvia: Ainars Beitiks
 Ainars Skangels
 Ieva Romancuka

Portugal: Julio Viana
 Alexandra Neves
 Sara Goncalves

Romania Catrina Hirciaga-Costache
 Carolina Stanciu
 Delia Pal

Ireland: Eilis Dillon
 Janice O'Brian

1. Housekeeping and welcome.
2. Seminar: sharing information about our schools.
3. Quality Assurance Management Handbook
 - a) Aims
 - b) Roles and Responsibilities
 - c) Assessments
 - d) Evaluations, Assessments, Tracking.
 - e) Collection of Data
 - f) Communication; how often? Newsletters.
4. E-Twinning. Identify leads. Organisation. Uploading of information
5. Action Plan (relate to Thursday's discussion about the final product.
 - a) SM to populate.
 - b) To be circulated after partner feedback.

4. Evaluation of Meetings

- Tea and Coffee will be available throughout the day.
- A break time will be arranged with partners on arrival.
- Lunch at around 12 noon at the Rivergreen Café , a short walk from school. (Menus will be circulated)
- We aim to finish at around 2.30pm in order to give partners time to return to their hotels and have some time before the evening activities.
- Any outstanding business will be transferred to Friday's meeting.